

Process for Electronic Applications

On the 1st April Access NI will introduce electronic applications and they are encouraging everyone to process their checks this way. There are a couple of reasons for this. **FIRST**, the whole process should be quicker. **SECOND**, there should be fewer mistakes made on the application form, as the electronic system will pick up on most of these. **THIRD**, the application can be tracked by the applicant to see what stage it is at without having to contact the IMYCD office.

So the new process will be as follows:

1. The **Designated Person** (or whoever looks after applications at present) will give each person requiring a vetting check the form called **“PIN Notification and ID Validation” form**.
2. The applicant will follow the instructions on the form, registering with NI Direct and filling in the application form online.
3. If the applicant has no Internet access, a family member or friend can carry out this process. **ONLY** in the event of no other means should a **Designated Person** process this for an applicant.
4. The applicant at the end of the process will be provided with a 10-digit number, which must be filled out on the **“PIN Notification and ID Validation” form**.
5. The applicant will return the **“PIN Notification and ID Validation” form** to the **Designated Person**. At this point their ID will need to be validated using the list of forms on the back, so they will need to bring ID with the form.
6. The **“PIN Notification and ID Validation” form** then needs to be emailed or posted to IMYCD.
7. Upon receiving the **“PIN Notification and ID Validation” form** IMYCD will check that all is correct and then forward the application to Access NI.
8. When the vetting check has been completed a certificate will be issued to the applicant.
9. IMYCD will then advise the **Designated Person** by email.